







# Registering a New Business

#### **Tutorials**

Tutorials to provide assistance with functionality included within **myconneCT** 

- > How do I create a username?
- > How do I file a Sales Tax return?
- More Tutorials

#### **Business Registration**

Select the link below if you need to register and get a Connecticut Tax Registration Number

> New Business/Need a CT Registration Number?

#### **Payments**

Submit a payment for a bill you received in the mail

> Make a Bill Payment



#### **Quick Links**

Shortcuts to other e-Services



#### File 1099s

Submit bulk file for 1099-MISC or 1099-NEC and associated CT-1096.



#### Submissions

Submissions are items you have submitted online for processing. Common examples include returns and payments.







The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

#### **Quick Links**

Shortcuts to other e-Services

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## Carefully read all sections of the Registration Overview. Click **Next** to begin registering your business.



Overview

#### When should I register?

If you already have a Connecticut Tax Registration number, please use **myconneCT** to manage your accounts.

If you do not have a Connecticut Tax Registration number, use this service to register for the following business account types with the Connecticut Department of Revenue Services:

- Admission and Dues Tax
- Cigarette Licenses/Tax
- Corporation Business Tax
- · Dry Cleaning Establishment Surcharge
- Electronic Cigarette Products Tax
- . Heating Fuels Distributor
- . Income Tax Trust and Estate
- · Income Tax Withholding
- Motor Vehicle Fuels Tax
- \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
- Pass-Through Entity Tax
- · Petroleum Products Gross Earnings Tax
- Prepaid Wireless E 9-1-1 Fee
- · Rental Surcharge
- Room Occupancy Tax
- · Sales and Use Tax / Business Use Tax
- Tobacco Products Tax
- · Tourism Surcharge
- Truck Fuel Decals (IFTA and CT Motor Carrier Decals)
- Unrelated Business Income Tax

You will also be asked to create a username and password to manage your business tax

#### What do I need to register?

In order to complete this business tax registration, you will need:

The Federal Employer Identification Number (FEIN) of the business or the Social Security Number (SSN) of the sole proprietor. If your business does not have an FEIN (and you are not a sole proprietor), you need to apply for an FEIN with the IRS. Apply for an FEIN.

The legal name of the business or the sole-proprietor's name

The business name (DBA), if applicable

The business address

Banking information to pay permit/license fees (if applicable) **The application fees once submitted are not refundable.** 

The names and Social Security Numbers of responsible owners/officers

Note: If you would like to save this REG-1 application and will return to complete it at a later time, select the 'Save Draft' button. Your application will be saved for 30 business days.

#### Please note

If you need to register for any of these account types and you are not registered with DRS, you must first complete the electronic REG-1 process on **myconneCT** to obtain a Connecticut Tax Registration Number.

You must complete a paper **REG-1 Addendum D** or **REG-1 Addendum E**, as applicable, and mail the completed Addendum to DRS. If you are currently registered with DRS and just need to add one of the account types below, then just complete the applicable addendum and mail it to DRS.

Cancel

Save Draft

< Previous



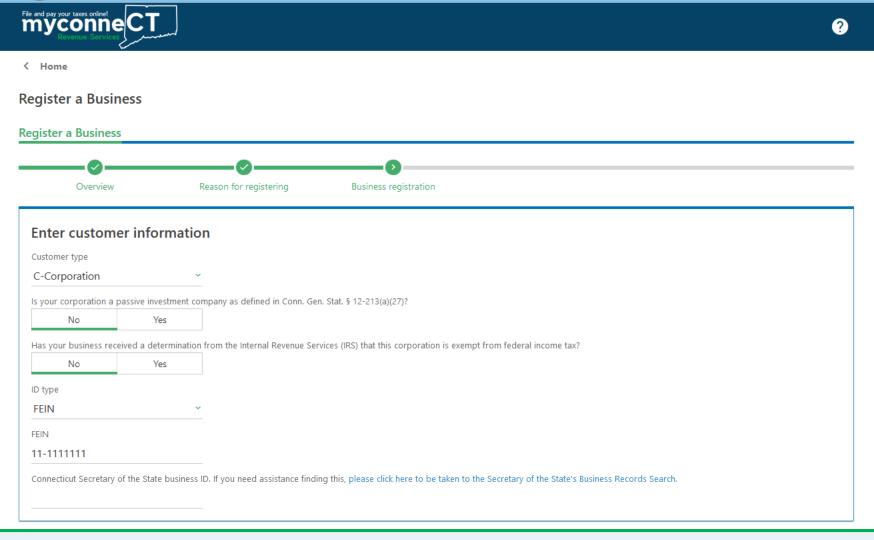




## Please select one of the registration reasons listed, then click **Next**.

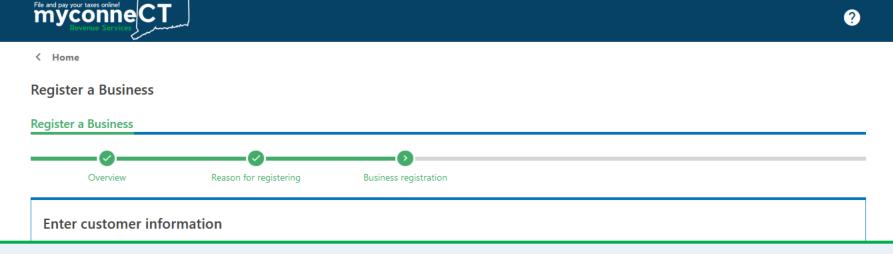
Register a Business						
Overview Reason for registering						
Reason for registration (check the applicable box)						
Requesting a Connecticut Registration number/Opening a new business including but not limited to:						
Selling at a craft show, flea market, or other venue in Connecticut or selling over the internet						
• An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies)						
A Marketplace facilitator that collects and remits sales tax on behalf of marketplace sellers						
Purchasing an ongoing business.						
The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Information Publication of Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, Cigarette Taxes, Tobacco Product Taxes, and Connecticut Income Tax Withholding, on the Department of Revenue Services (DRS) website. Click here to be taken to DRS's website.						
Changing organization type.						
If you were required to receive a new federal Employer Identification Number (FEIN) from the IRS due to an ownership or structure change. Do you need a new FEIN? Click here to be taken to the IRS where you can apply for a new FEIN.						
Household employer intending to withhold Connecticut income tax for housekeepers, nannies, caretakes, etc.						
Other						
Cancel Save Draft	< Previous	Next >				





Select how your company should be registered. Depending on your customer type, you may be required to provide additional information about your business. Select the applicable ID type and enter your ID.





To exit the registration application without saving, click Cancel.

To save the registration application and finish it later, click **Save Draft**. You only need to provide an email address and a confirmation number to retrieve the application at a later date.

Use the **Previou**s and **Next** buttons to navigate backwards and forwards through the application.

Cancel Save Draft 

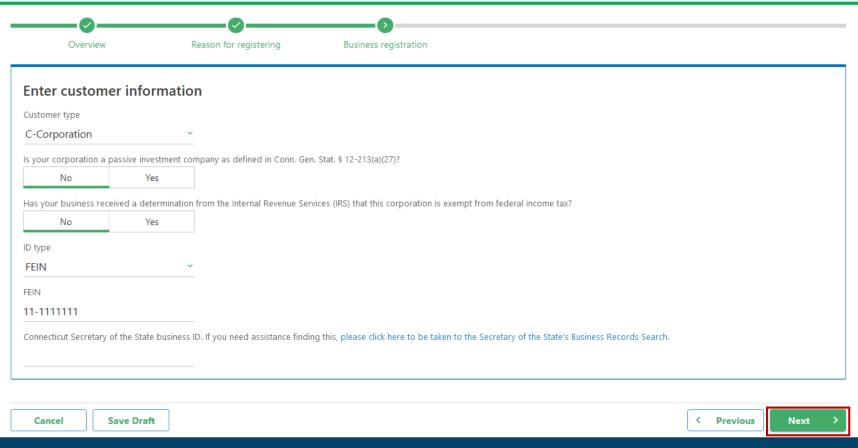
Cancel Save Draft







## Click **Next** to continue filling out the registration application.



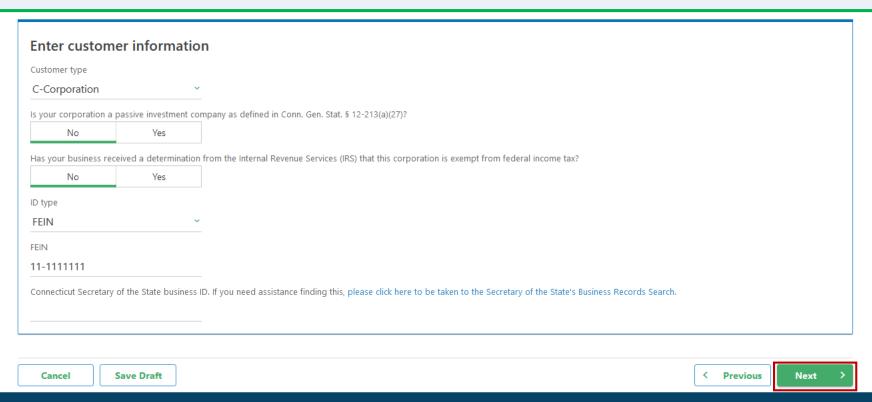






Use the Previous and Next buttons to move backwards and forwards through the application. Please note that you can also

### Click **Next** to move forward.

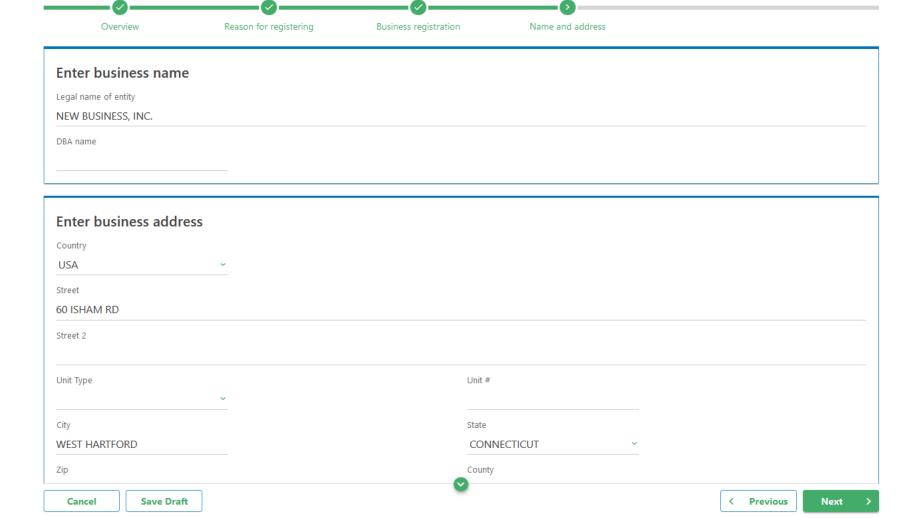




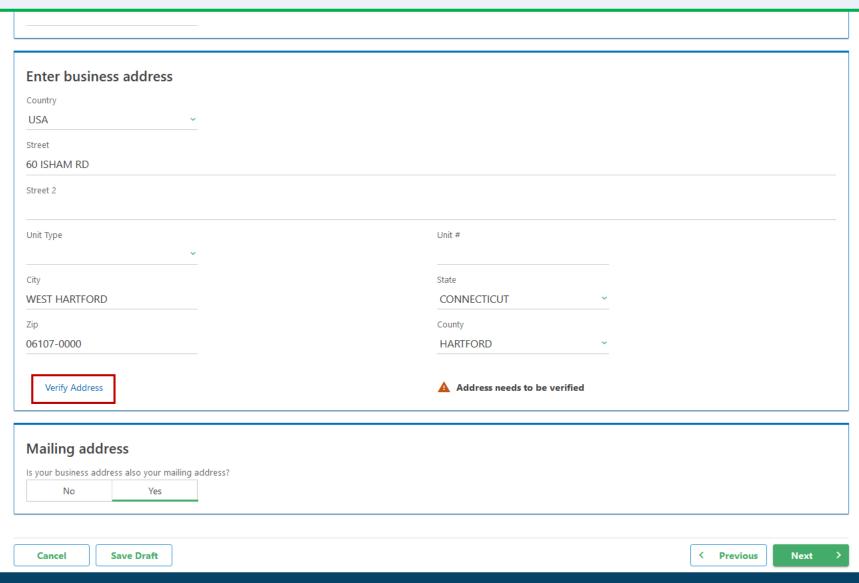




## Next, provide name and address information for your business.

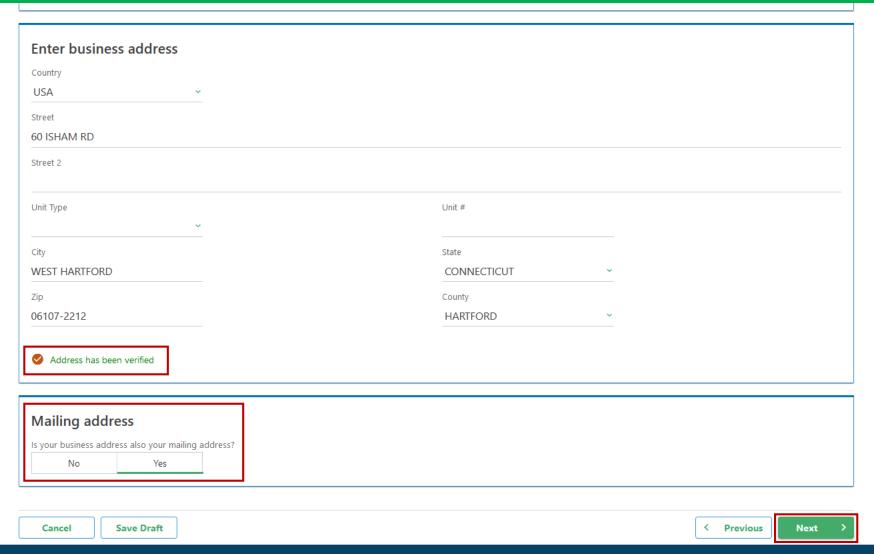


## Address information must be verified. Click the **Verify Address** hyperlink to verify your address.



**Enter business name** 

The address has been verified. Finally, select whether the mailing address is the same as the business address. In this example, we have selected **Yes**. Click **Next** to continue.

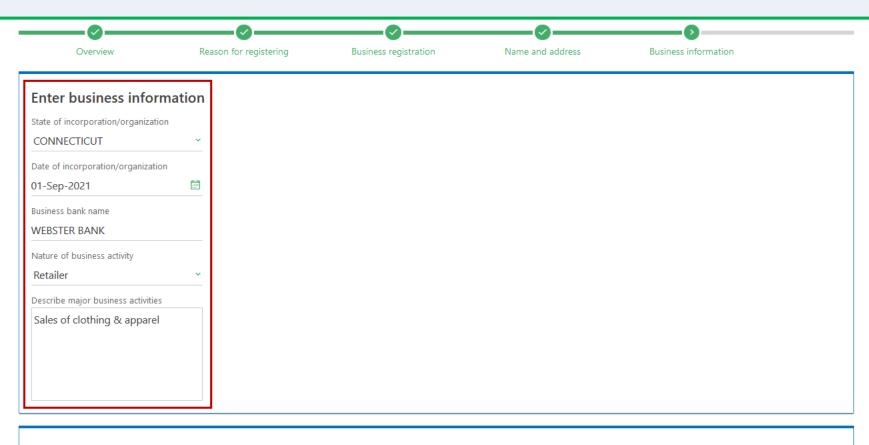








## Next, provide information about your business. Complete all required fields.



Choose NAICS code for your primary business activity

You must add the appropriate NAICS code for your business. For more information on NAICS codes, see Census Bureau information on NAICS codes.

Directions

Cancel

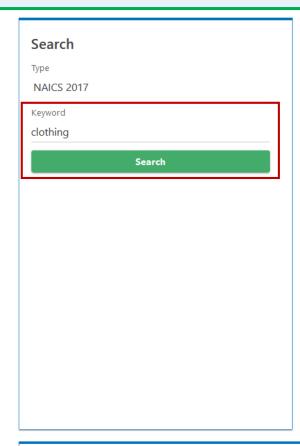
Save Draft

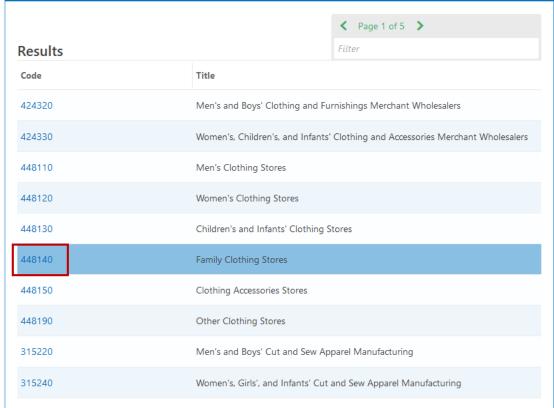


Next

Choose NAICS code for your primary business activity

You must also add the appropriate NAICS code for your business. Enter a word that describes your business in the Keyword field, or enter 2-6 digits of your NAICS code. Click the **Search** button, then select the code from the results that best fits your business. Click **Next** to continue.





#### 448140 - Family Clothing Stores

This industry comprises establishments primarily engaged in retailing a general line of new clothing for men, women, and children, without specializing in sales for an individual gender or age group. These establishments may provide basic alterations, such as hemming, taking in or letting out seams, or lengthening or shortening sleeves. Cross-References. Establishments primarily engaged in-

Cancel Save Draft







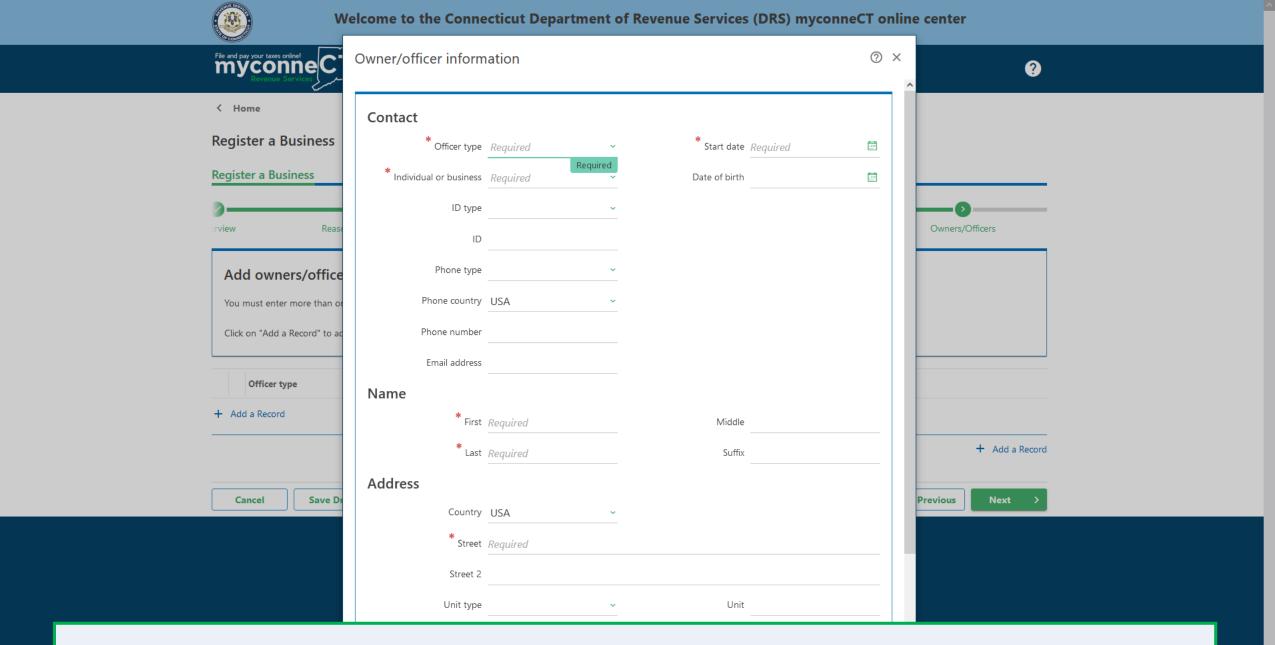


You must also add owner/officer information. Note that you must provide more than one owner/officer. Click **Add a Record** to begin.

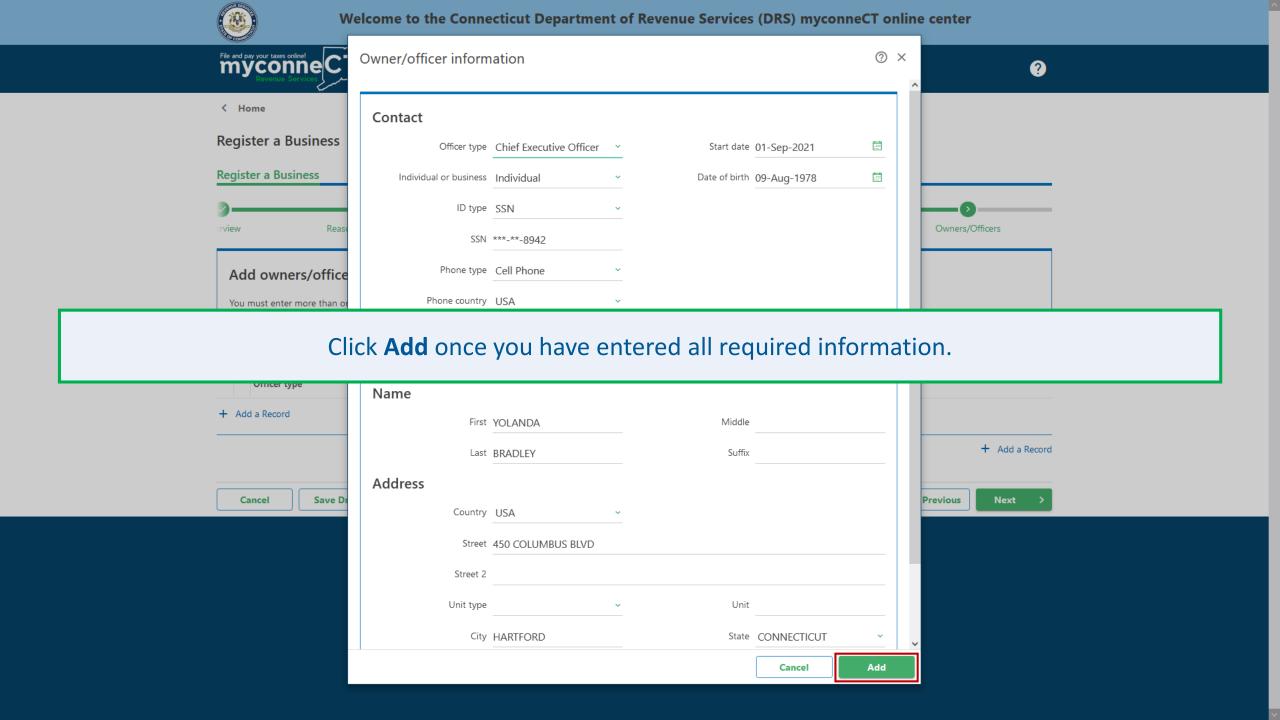
erview	Reason for reg	gistering	Business registrati	ion Name and ad	dress Business in	formation	Owners/Officers
You must enter	ers/officers more than one owner, Record" to add an own						
Officer ty  + Add a Record	1	Start date	ID type	ID	Business/Individual name	Address	
							+ Add a Record
Cancel	Save Draft					< Pr	evious Next >

DRS Home CT.gov Home CT.gov | Business Feedback/Questions

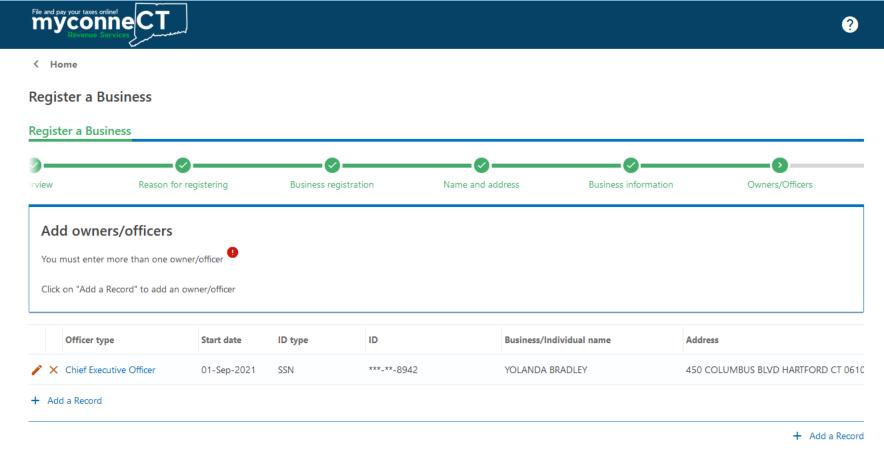
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Enter the contact, name, and address details for the owner/officer.

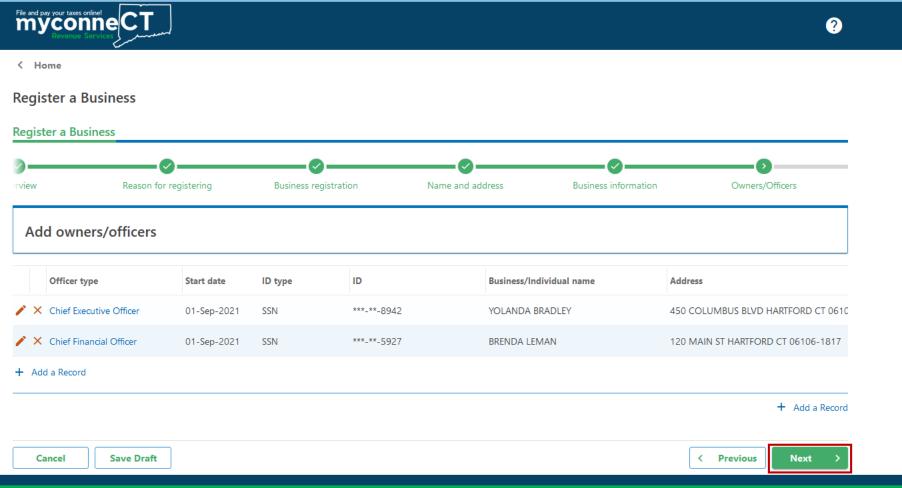






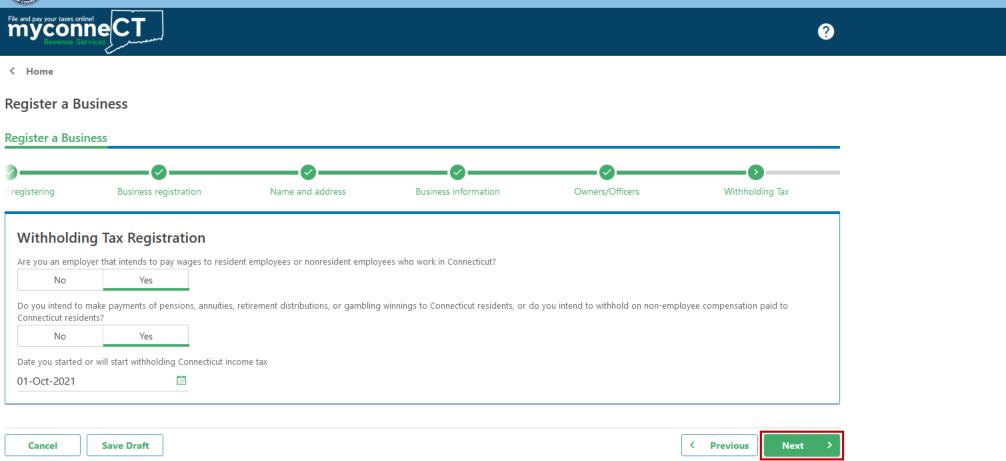
Repeat the previous steps until all owner/officer information has been successfully added. To edit an entry, click the pencil icon. To remove an entry, click the red X.





Once all owner/officer has been added, click Next.



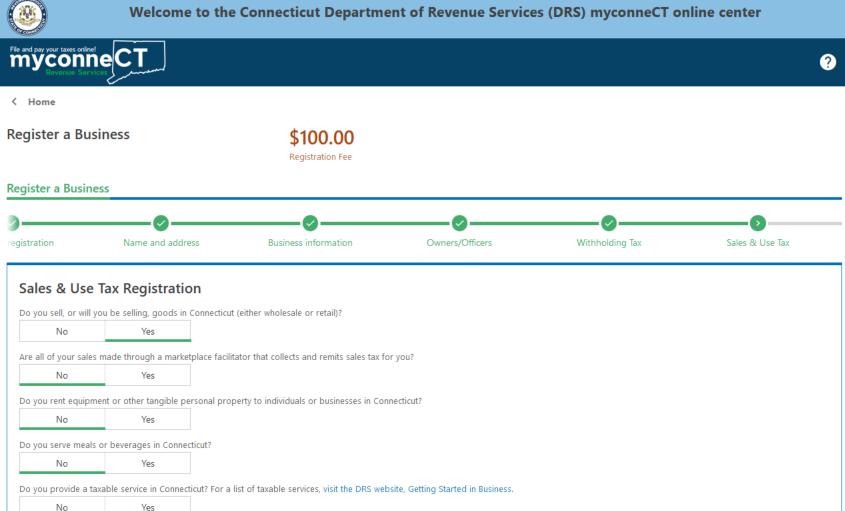


Answer the Withholding Tax registration questions as they apply to your business. In this example, the business owner will be registered for Withholding tax. Click **Next**.



Date you started or will start selling or leasing goods or taxable services

01-Oct-2021



Answer the Sales & Use Tax registration questions as they apply to your business. In this example, the taxpayer will be registered for Sales & Use Tax. Notice a \$100.00 Registration Fee has been assessed.







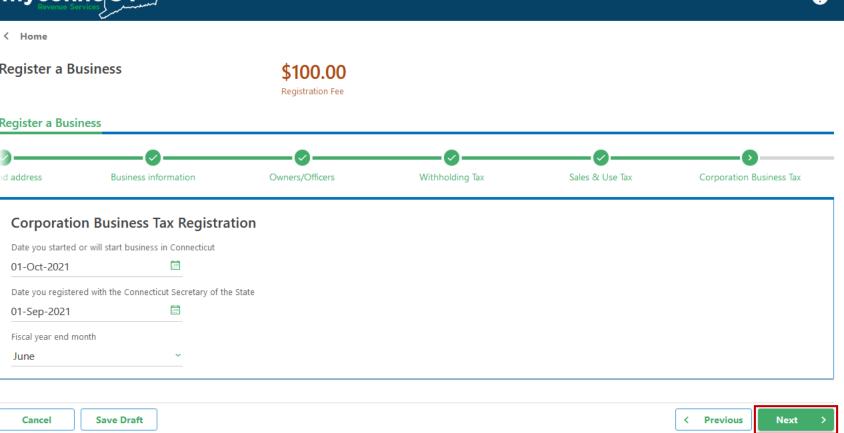
Register a Business

\$100.00
Registration Fee

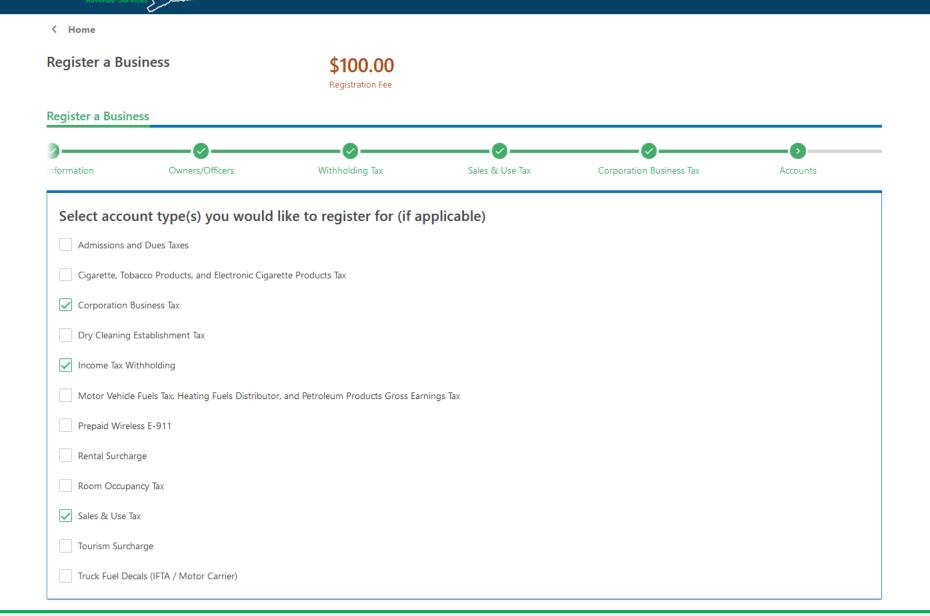
Register a Business

### Click Next to continue.

Sales & Use Tax Registration	
Do you sell, or will you be selling, goods in Connecticut (either wholesale or retail)?	
No Yes	
Are all of your sales made through a marketplace facilitator that collects and remits sales tax for you?	
No Yes	
Do you rent equipment or other tangible personal property to individuals or businesses in Connecticut?	
No Yes	
Do you serve meals or beverages in Connecticut?	
No Yes	
Do you provide a taxable service in Connecticut? For a list of taxable services, visit the DRS website, Getting Started in Business.	
No Yes	
Date you started or will start selling or leasing goods or taxable services	
01-Oct-2021	
Cancel Save Draft	✓ Previous Next >

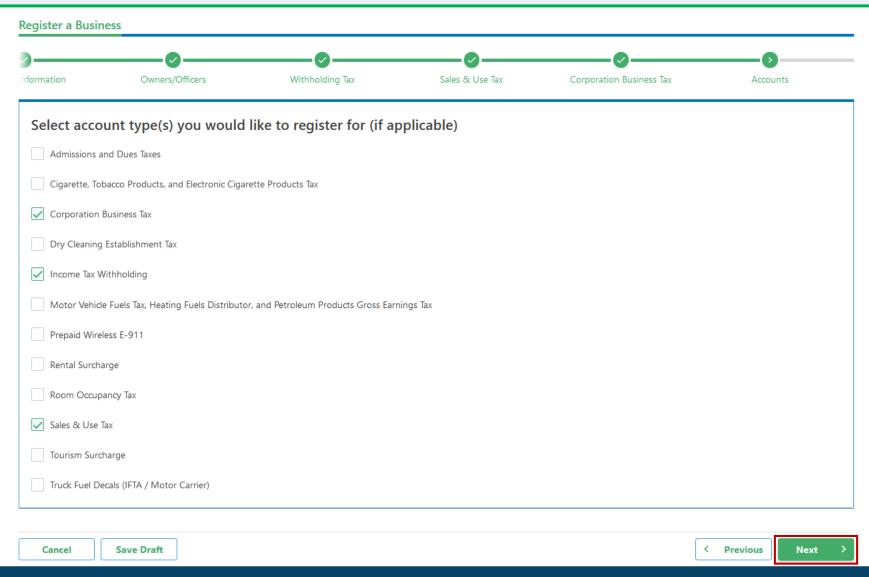


Enter Corporation Business Tax registration information, if applicable, then click Next.

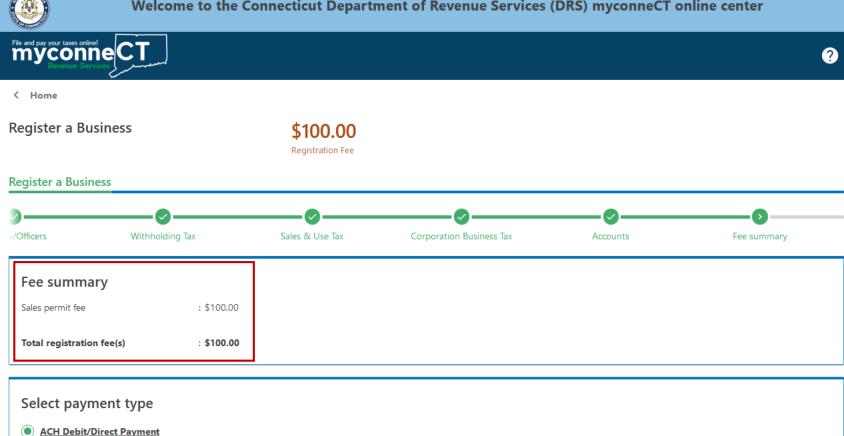


In this example, the business owner is registered for Corporation Business Tax, Income Tax Withholding, and Sales & Use Tax. If applicable, you can register for additional tax types by clicking the appropriate check boxes.

### Click **Next** to continue with the registration application.







ACH Debit/Direct Payment

Select this option to make a payment with this registration application. The direct payment option allows you to transfer funds by authorizing the Department of Revenue Services and its designated Financial Agents to electronically debit your bank account for the amount of your registration fee payment.

Credit Card

Make a credit card payment at the ACI Payments, Inc. website. \*\*Credit Card payments are subject to a convenience fee. Credit cards accepted include American Express, Discover, MasterCard, and Visa. After your registration application has been submitted, you will be provided with a button to link to ACI Payments to 'Make a Credit Card Payment'

In this example, a registration application fee of \$100.00 has been assessed, and payment must be submitted with the registration.

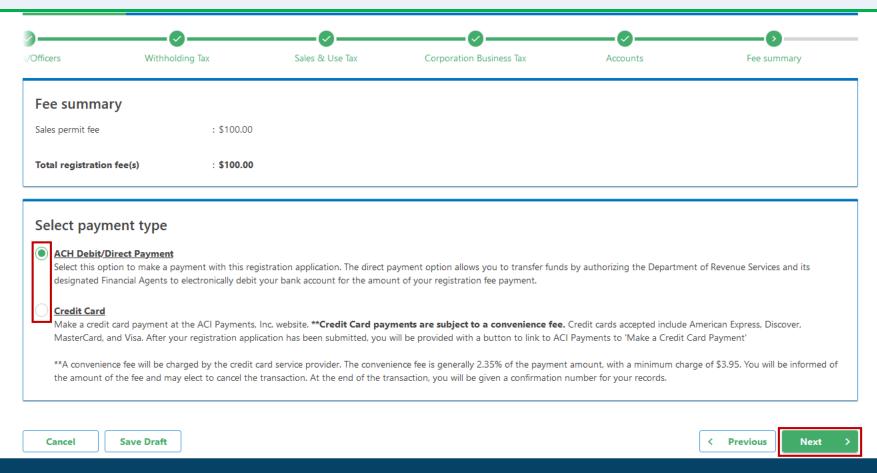








In **myconneCT**, you can make payments via ACH debit/direct payment or credit card. Select your preferred payment method, then click **Next**.





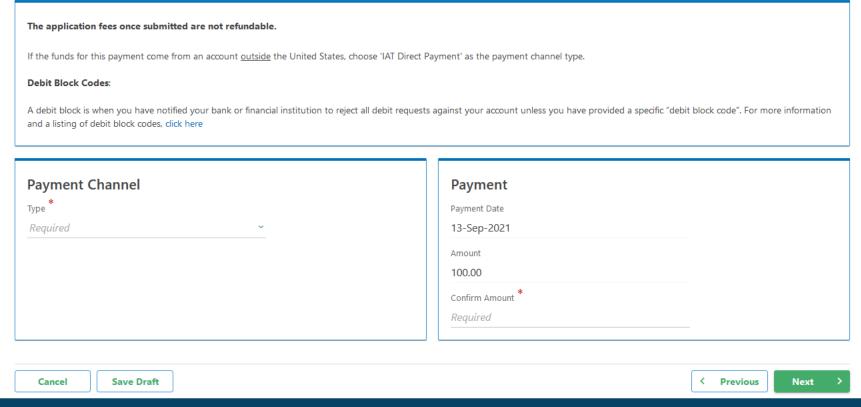




Register a Business

\$100.00 Registration Fee

### Select the proper payment channel and enter your banking information, as well as the payment amount.



## Once you have entered all required payment information, click Next.

#### The application fees once submitted are not refundable. If the funds for this payment come from an account outside the United States, choose 'IAT Direct Payment' as the payment channel type. **Debit Block Codes:** A debit block is when you have notified your bank or financial institution to reject all debit requests against your account unless you have provided a specific "debit block code". For more information and a listing of debit block codes, click here **Payment Channel** Payment Payment Date Туре 13-Sep-2021 Direct Payment Bank Account Type Amount Checking 100.00 Savings Confirm Amount 100.00 Routing Number 053202091 Bank Name SOUTH STATE BANK Account Number

Cancel Save Draft

1234

1234

Confirm Account Number

< Previous

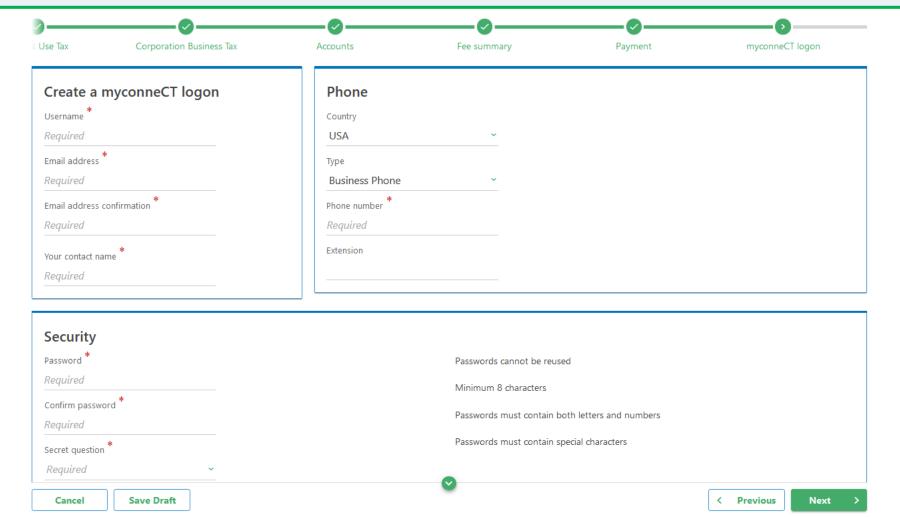
Next





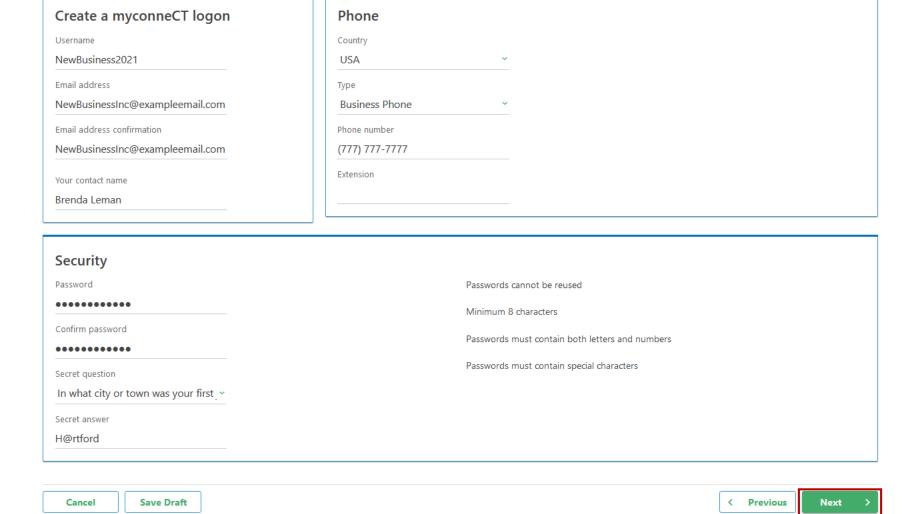


Before you complete your registration, you will also be required to create a **myconneCT** logon so you can obtain your Connecticut Tax Registration Number and manage your taxes online.





## Once you have entered all required logon, phone, and security information, click Next.



< Previous

Submit

Enter your electronic signature, then click Submit.

Save Draft

Cancel







#### Confirmation

Thank you for registering with the Connecticut Department of Revenue Services.

Your submission to Register a Business has been received. Upon approval, you will be informed via the email address you supplied.

Please print this page and save the confirmation code below for your records.

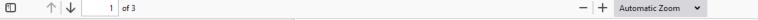
- Confirmation Code: h7jfwd
- Submitted Date and Time: 9/13/2021 6:55:23 PM
- Legal Name: NEW BUSINESS, INC.
- Username: NewBusiness2021
- Amount Paid: \$100.00
- Payment Date: 9/13/2021

Upon successful submission of your registration, you will be directed to a Confirmation page.

Click the **Printable View** button to view and print a copy of your temporary permit.

Printable View

OK



## State of Connecticut Department of Revenue Services



#### **REG-1**, Business Taxes Registration Application

Do NOT mail to the Department of Revenue Services

You can use the browser tools to print a copy of your temporary permit.

**Important: Do not mail this confirmation page to the agency.** Mailing in this confirmation page could result in delayed processing of your registration.

#### Temporary Permit

This temporary permit must be displayed for customers to see and is not assignable or transferable.

Confirmation Code: h7jfwd

Date Submitted: 09/13/2021 6:55 PM

Legal Name: NEW BUSINESS, INC.

Business Trade Name: NEW BUSINESS, INC.

Business Address: 60 ISHAM RD WEST HARTFORD CT 06107-2212

This temporary permit/license will expire on 10/04/2021.

This confirmation code will act as your temporary Permit/License. It will be replaced when you receive your official Permit/License in the mail.

If you have questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.







#### Confirmation

Thank you for registering with the Connecticut Department of Revenue Services.

Your submission to Register a Business has been received. Upon approval, you will be informed via the email address you supplied.

DRS will send your official registration Tax Permit/License (if applicable) in the mail. You can obtain a copy of the Tax Permit/License (if applicable) from your **myconneCT** online account once the registration application and payment have been processed.

To obtain your Connecticut Tax Registration Number, log in to your **myconneCT** account using the login you created with this Registration submission. Click **OK** to return to the myconneCT homepage.



DRS Home CT.gov Home CT.gov | Business Feedback/Questions

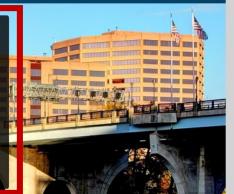






You are now on the myconneCT homepage. Enter your username and password, then click the **Log in** button.

NewBusiness2021 •••••• Log in Forgot Username or Password? Logging in for the first time? Create a Username





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#### Submissions

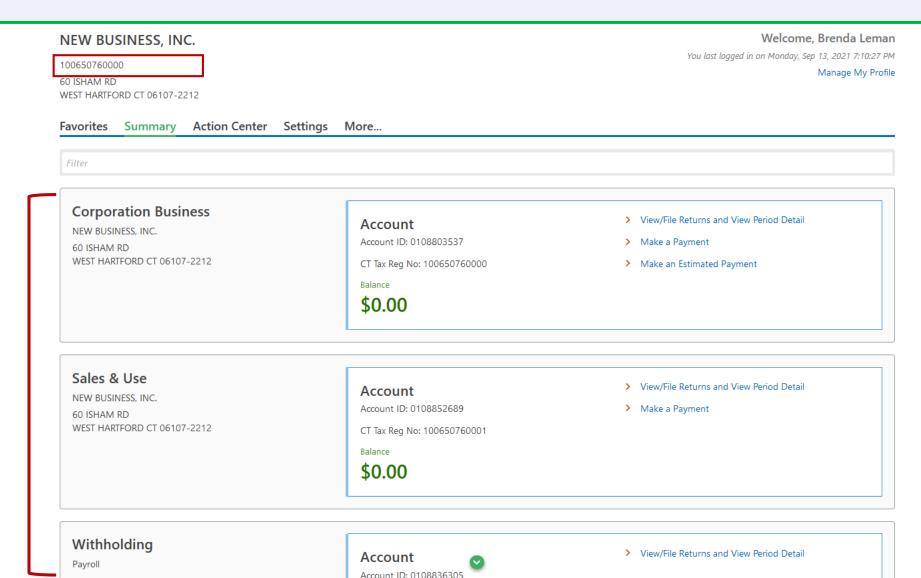
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**A** 





## Your Connecticut Tax Registration Number is located in the top left-hand corner of the window and your accounts are listed below.











## Click here for more tutorials!



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